

Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/chaseonline.
My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 07/29/2010
Session #13

Thank you - Jasmine
Cashbox #11

Tran source

DATE 7/29/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	28	72.00
COIN		8.50
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

DEPOSIT PREPARED BY *Tamara Johnson*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME

Tamara Johnson

DEPOSIT BAG # 128385393

TOTAL 280.50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER CALL 1-888-750-4545 AND REFERENCE ORDER #Z3JD9079

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

\$

2,880.50

8471 5602010221

77716878211

128385393

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2880.50
DO NOT DISCARD UPON REMOVAL DATE: 7/29/16
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

DEPOSIT REPORT

7/29/10 Store # 00847 6TH & WAVERLY

DEPRPT

Business Date: 07-28-2010

Deposit Number: 01

CURRENCY \$ 2872.00

COIN \$ 8.50

FOREIGN CURRENCY \$ 0.00

Converted \$ 0.00

FOREIGN COIN \$ 0.00

Converted \$ 0.00

TOTAL \$ 2880.50

Transfer Numbers to Bank Deposit Slip.

Cash Management Log

DAY: Thursday DATE: 7/29/10

SAFE COUNT

NAME	OPEN: <u>Tamara</u>		MID 1: <u>PARLOV</u>		MID 2: <u>PARLOV</u>		MID 3:		CLOSE: <u>Richie</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>7:45AM</u>								<u>3:30p</u>	
\$0.01	<u>66</u>	<u>154</u>	54		<u>54</u>	<u>54</u>			<u>50</u>	<u>50</u>
\$0.05	<u>20</u>	<u>17</u>	17		<u>17</u>	<u>17</u>			<u>15</u>	<u>15</u>
\$0.10	<u>20</u>	<u>13</u>	13		<u>13</u>	<u>13</u>			<u>10</u>	<u>10</u>
\$0.25	<u>55</u>	<u>46</u>	46		<u>46</u>	<u>45</u>			<u>40</u>	<u>40</u>
\$1.00	<u>221</u>	<u>229</u>	229		<u>229</u>	<u>223</u>			<u>230</u>	<u>230</u>
\$2.00	<u>0</u>	<u>0</u>	0		<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>256</u>	<u>217</u>	217		<u>217</u>	<u>200</u>			<u>201</u>	<u>201</u>
\$10.00	<u>4</u>	<u>6</u>	6		<u>6</u>	<u>6</u>			15	15
\$20.00	<u>8</u>	<u>22</u>	22		<u>22</u>	<u>27</u>			<u>26</u>	<u>26</u>
OTHER \$'s	<u>0</u>	<u>0</u>	0		<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>2424.00</u>	<u>2400</u>	2400		<u>2400</u>	<u>2404</u>			2400	2400
# Tills/Total \$	<u>40/100</u>	<u>40/100</u>	40/100		<u>40/100</u>	<u>40/100</u>			<u>40/100</u>	<u>40/100</u>
# Till Drops	<u>TL</u>	<u>TL</u>	TL		<u>TL</u>	<u>TL</u>			<u>TL</u>	<u>TL</u>
Cust. Recov. Cert.	<u>11</u>	<u>11</u>	11		<u>11</u>	<u>11</u>			<u>11</u>	<u>11</u>
P-Card	<u>Y(N)</u>	<u>Y(N)</u>	Y(N)	<u>Y/N</u>	<u>Y(N)</u>	Y(N)	<u>Y/N</u>	<u>Y/N</u>	<u>Y(N)</u>	<u>Y(N)</u>
# Tip Bags	<u>TL</u>	<u>TL</u>	TL		<u>TL</u>	<u>TL</u>			<u>TL</u>	<u>TL</u>
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Tamara Johnson</u>	Taken By Cash Controller: <u>Tamara Johnson</u>
Preparing Deposit: <u>Tamara Johnson</u>	Date to Bank: <u>7/29/10</u>
Start Time: <u>12:30pm</u>	Time to Bank: <u>1:30</u>
Deposit Bag #: <u>09128885393</u>	Deposit Bag #: <u>09128885393</u>
Deposit Witness: <u>DM</u>	Banking Witness: <u>DM</u>
Deposit \$: <u>\$2880.50</u>	Bank Validated \$: <u>2880.50</u>
Completion Time: <u>1:24pm</u>	Bank Validation Time: <u>2:01</u>
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>120309</u>	<u>DMR</u>	<u>4666 7758</u>	<u>R.W.</u>	<u>11:31</u>
		<u>4666 7764</u>	<u>R.W.</u>	

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sarah	93160350	JD	12:17
Ahriesh	93160334	RD	12:17

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sherborn	93160340	RD	

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ileana	93160340	JD	11:34
Kisha	93160338	RD	
Rehve	93160342	RD	11:45

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Cristal	93160348	RD	

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME



Real time, really easy.
Manage your account your way
at Chase.com.
Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/chaseonline.
My Transaction Summary

Transaction #113	
Account Number Ending In:	8782
Checking Deposit	\$2,794.43
Cash Amount	\$2,794.43

Further review may result in delayed
availability of this deposit

.....

JPMorgan Chase Bank, N.A.
Greenwich Village, Branch 747394
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
07/30/2010 13:48

Business Date 07/30/2010
Session #45

Thank you - Fady
Cashbox #12

TranSource

DATE 7/30/10 DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2794	43
COIN		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
DEPOSIT PREPARED BY	[Signature]	
DEPOSIT CERTIFIED BY	[Signature]	
PRINT NAME	Zaida Slade	
DEPOSIT BAG #	179385392	
TOTAL	2794	43

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.



STARBUCKS COFFEE COMPANY
STORE #847
6TH & WAVERLY

JPMORGAN CHASE BANK

\$

2794.43

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z3JD9079

TOTAL
ITEMS

CHECKS AND OTHER ITEMS ARE
RECEIVED FOR DEPOSIT SUBJECT
TO THE PROVISIONS OF THE UNI-
FORM COMMERCIAL CODE OR
ANY APPLICABLE COLLECTION
AGREEMENT. DEPOSITS MAY NOT
BE AVAILABLE FOR IMMEDIATE
WITHDRAWAL.

DEPOSIT TICKET

847 560201022 777168782

DEPOSIT REPORT

7/30/10 Store # 00847 6TH & WAVERLY DEPRPT

Business Date: 07-29-2010

Deposit Number: 01

CURRENCY \$ 2794.00

COIN \$ 0.43

FOREIGN CURRENCY \$ 0.00

Converted \$ 0.00

FOREIGN COIN \$ 0.00

Converted \$ 0.00

TOTAL \$ 2794.43

Transfer Numbers to Bank Deposit Slip.

Cash Management Log

DAY- Friday DATE - 7/30/10

SAFE COUNT

NAME	OPEN: <u>ZAKIG</u>		MID 1: <u>PABRO</u>		MID 2:		MID 3:		CLOSE: <u>Richard</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:00	2:15	2:15	9:00pm					6:15p	12A
\$0.01	42	58	58	52					52	30
\$0.05	15	14	14	1402					13	10
\$0.10	10	18	18	15					17	11
\$0.25	41	100	60	58					58	51
\$1.00	230	301	148	108					88	45
\$2.00	0	40	0	0					0	0
\$5.00	201	301	301	213					233	211
\$10.00	15	0	0	0					0	0
\$20.00	26	0	0	16					12	35
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2416	2400	2400						2400	2410
# Tills/Total \$	42200	Active	hal	20200					20200	40200
# Till Drops	TL	0	0	2					0	2
Cust. Recov. Cert.	9	9	9	9					9	9
P-Card	0/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	0/N	0/N
# Tip Bags	TL	7							TL	TL
Comments:	FHB \$16 was added to dep									

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>3-2</u>	Taken By Cash Controller: <u>3-2</u>
Preparing Deposit: <u>52</u>	Date to Bank: <u>7/30/10</u>
Start Time: <u>12:48</u>	Time to Bank: <u>1:38</u>
Deposit Bag #: <u>128385392</u>	Deposit Bag #: <u>128385392</u>
Deposit Witness: <u>[Signature]</u>	Banking Witness: <u>[Signature]</u>
Deposit \$: <u>2994.43</u>	Bank Validated \$: <u>2994.43</u>
Completion Time: <u>1:08</u>	Bank Validation Time: <u>1:48</u>
Change Order \$: <u>\$760</u>	Change \$ Received: <u>\$760</u>
Comments: <u>(1:34)</u>	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>120309</u>	<u>RNC</u>	<u>49997760</u>	<u>AK</u>	<u>12:04</u>
		<u>49997763</u>	<u>AK</u>	<u>12:04</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

DAY -	DATE -
20	11
10	5
5	200 + 60 + 9
1	200 + 15
1	38
10	11
18	5
25	44

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ghoborn	1456269	A.V	
Seneph	14056273	RNR	11:36p

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

FILE DROP-00

[illegible]

TILL DROP LOG

[illegible]

TILL DROP LOG

[illegible]

MEMBERSHIP

[illegible]

THE PROPOSAL

[illegible]

DEPOSIT REPORT

7/31/10

Store # 00847 6TH & WAVERLY

DEPRPT

Business Date: 07-30-2010

Deposit Number: 01

CURRENCY \$ 2580.00

COIN \$ 0.47

FOREIGN CURRENCY \$ 0.00

Converted \$ 0.00

FOREIGN COIN \$ 0.00

Converted \$ 0.00

TOTAL \$ 2580.47

Transfer Numbers to Bank Deposit Slip.

Cash Management Log

DAY: Saturday DATE: 7/31/10

SAFE COUNT

NAME	OPEN: <u>ZAKIA</u>	MID 1: <u>David</u>	MID 2:	MID 3:	CLOSE: <u>Richard</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>5:30</u>	<u>2PM</u>	<u>2PM</u>		<u>10:25</u>	<u>12:05</u>
\$0.01	<u>50</u>	<u>50</u>	<u>50</u>	<u>38</u>	<u>38</u>	<u>38</u>
\$0.05	<u>10</u>	<u>10</u>	<u>10</u>	<u>8</u>	<u>8</u>	<u>5</u>
\$0.10	<u>11</u>	<u>11</u>	<u>11</u>	<u>13</u>	<u>13</u>	<u>11</u>
\$0.25	<u>51</u>	<u>51</u>	<u>51</u>	<u>47</u>	<u>47</u>	<u>44</u>
\$1.00	<u>45</u>	<u>215</u>	<u>215</u>	<u>215</u>	<u>215</u>	<u>181</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$5.00	<u>211</u>	<u>229</u>	<u>229</u>	<u>269</u>	<u>269</u>	<u>249</u>
\$10.00	<u>0</u>	<u>1</u>	<u>1</u>	<u>5</u>	<u>5</u>	<u>5</u>
\$20.00	<u>35</u>	<u>21</u>	<u>21</u>	<u>11</u>	<u>11</u>	<u>14</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Change Fund	<u>2410</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2290</u>
# Tills/Total \$	<u>3/200</u>	<u>ACTIVE</u>	<u>ACT</u>	<u>2020.2</u>	<u>2/200</u>	<u>4/200</u>
# Till Drops	<u>TIL</u>	<u>7</u>	<u>LO</u>	<u>LO</u>	<u>LO</u>	<u>2</u>
Cust. Recov. Cert.	<u>QRC</u>	<u>QRC</u>	<u>QRC</u>	<u>9</u>	<u>9</u>	<u>9</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TIL</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>2</u>
Comments:	<u>2B (9.96) added from safe</u>				<u>I forgot to take out \$120 from Atchek Till went Change him out</u>	

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet.

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>[Signature]</u>	Taken By Cash Controller:	<u>Rabio Vellia</u>
Preparing Deposit:		Date to Bank:	
Start Time:	<u>1:45</u>	Time to Bank:	<u>2:15PM</u>
Deposit Bag #:	<u>1283853917</u>	Deposit Bag #:	<u>1283853917</u>
Deposit Witness:		Banking Witness:	
Deposit \$:	<u>2580.47</u>	Bank Validated \$:	
Completion Time:	<u>2:07</u>	Bank Validation Time:	
Change Order \$:	<u>\$130</u>	Change \$ Received:	
Comments:	<u>+ 2.42</u>	Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1201309</u>	<u>RMC</u>	<u>44497782</u>	<u>[Signature]</u>	<u>11:10</u>
		<u>44497781</u>		

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

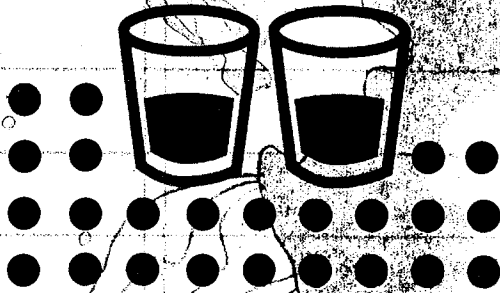
DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Gurtov - 21

STORE NUMBER _____

Both stores
are
#3421



DAILY RECORDS BOOK
FIRST QUARTER 2011 - OCTOBER



OUR STARBUCKS MISSION

To inspire and nurture the human spirit—
one person, one cup, and one neighborhood at a time.

Here are the principles of how we live that every day:

Our Coffee

It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.
Together, we embrace diversity to create a place where each of us can be ourselves.
We always treat each other with respect and dignity.
And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.
Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging,
our stores become a haven, a break from the worries outside, a place where you can meet with friends.
It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.
Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously.
We want to be invited in wherever we do business. We can be a force for positive action—
bringing together our partners, customers, and the community to contribute every day.
Now we see that our responsibility—and our potential for good—is even larger.
The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind
of success that rewards our shareholders. We are fully accountable to get each of these
elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



HELPLINE AND EMAIL REFERENCE GUIDE

STORE OPERATIONS		
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
EMERGENCIES AND SECURITY		
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Global Security Operations Center - GSOC	(888) 796-5282 ext. 85400	Report non-emergency and emergency security incidents
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
PAYROLL AND PARTNER RESOURCES		
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
US Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
CORPORATE COMPLIANCE		
Business Conduct Helpline	(800) 611-7792 (866) 614-0760 – French-speaking partners	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

CUSTOMER SERVICE		
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and questions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Starbucks Internet website	Starbucks.com	Company information, Starbucks Card, nutritional information, job postings, etc.
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card

DAILY RECORDS BOOK

Use of the Daily Records Book (DRB)

This monthly book is used to record daily store information and is divided into weekly tabs for quick reference.

Retention and Destruction

For security and legal compliance, the Daily Records Book must remain in store for six months and then be returned for long-term storage and destruction. Every six months you will receive communication requiring all DRBs older than six months to be boxed up and returned using an online return or pre-addressed mailing label. This ensures retention of legally required payroll documents that are included in the DRB.

Calendar

The Daily Records Book contains the Fiscal Year Calendar to use for planning and recording store events.

Checklists and Logs

- **Paid Out Log** is a monthly log located behind the Paid Out tab and is designed to ensure all paid outs are recorded and approved. This log should be reconciled weekly by the store manager.
- **Emergency Wage Advance Log** is a monthly log designed to record all emergency wage paid outs.
- **Store Repair and Maintenance Tracking Log** is a monthly log located in the front of the DRB and is designed to track calls made to the Enterprise Help Desk, Facility and Service Desk and the Facility Contact Center.
- **Punch Communication Log, Borrowed Partner Log, and Paid Time Off Log** are located at the end of the book under the Time and Attendance tab. Use these logs to record key time and attendance information using the policies and procedures on the Time and Attendance tab.

Weekly Tabs

The following information is included in each Weekly Tab section:

- **Store Partner Pages:** a flexible tool to capture store information in one easy-to-reference place.
 - **Store Communication** ~ communicate voicemail, email and barista need-to-know information for all store partners.
 - **Partner Till Drop Log** ~ all partners with assigned tills must complete this section using the policies and procedures behind each Weekly tab.
 - **Safe Count, Change Bank Reconciliation, Deposit, and Partner Till Audit** ~ for details refer to the policies and procedures behind each Weekly tab.
 - **Partner Tip Drop Log** ~ use this log to track all tip bags dropped into the safe on a daily basis.
 - **Partner Tip Drop Removal** ~ use this space to track tip bags being removed from the store safe on a weekly basis.

Miscellaneous

- **Sales Audit Envelope** ~ for credit card slips, refunds, voids and gift certificates.
- **P-Card/Paid Out Envelope** ~ for all P-Card, Paid In and Paid Out receipts.

This book is the property of Starbucks Coffee Company.
The materials in this book should not be reproduced and should not be used by anyone
other than an authorized Starbucks partner.
Keep book secured when not in use.



FISCAL YEAR 2010

Week 1
Oct 4 - 10

OCTOBER, PERIOD 1—FY '10

09/28/09–10/25/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 1	28	29	30	1	2	3	4
week 2	5	6	7	8	9	10	11
week 3	12	13	14	15	16	17	18
week 4	19	20	21	22	23	24	25

APRIL, PERIOD 7—FY '10

3/29/10–4/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 27	29	30	31	1	2	3	4
week 28	5	6	7	8	9	10	11
week 29	12	13	14	15	16	17	18
week 30	19	20	21	22	23	24	25

NOVEMBER, PERIOD 2—FY '10

10/26/09–11/22/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 5	26	27	28	29	30	31	1
week 6	2	3	4	5	6	7	8
week 7	9	10	11	12	13	14	15
week 8	16	17	18	19	20	21	22

MAY, PERIOD 8—FY '10

4/26/10–5/23/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 31	26	27	28	29	30	1	2
week 32	3	4	5	6	7	8	9
week 33	10	11	12	13	14	15	16
week 34	17	18	19	20	21	22	23

DECEMBER, PERIOD 3—FY '10

11/23/09–12/27/09

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	23	24	25	26	27	28	29
week 10	30	1	2	3	4	5	6
week 11	7	8	9	10	11	12	13
week 12	14	15	16	17	18	19	20
week 13	21	22	23	24	25	26	27

JUNE, PERIOD 9—FY '10

5/24/10–6/27/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 35	24	25	26	27	28	29	30
week 36	31	1	2	3	4	5	6
week 37	7	8	9	10	11	12	13
week 38	14	15	16	17	18	19	20
week 39	21	22	23	24	25	26	27

JANUARY, PERIOD 4—FY '10

12/28/09–1/24/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 14	28	29	30	31	1	2	3
week 15	4	5	6	7	8	9	10
week 16	11	12	13	14	15	16	17
week 17	18	19	20	21	22	23	24

JULY, PERIOD 10—FY '10

6/28/10–7/25/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 40	28	29	30	1	2	3	4
week 41	5	6	7	8	9	10	11
week 42	12	13	14	15	16	17	18
week 43	19	20	21	22	23	24	25

FEBRUARY, PERIOD 5—FY '10

1/25/10–2/21/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 18	25	26	27	28	29	30	31
week 19	1	2	3	4	5	6	7
week 20	8	9	10	11	12	13	14
week 21	15	16	17	18	19	20	21

AUGUST, PERIOD 11—FY '10

7/26/10–8/22/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 44	26	27	28	29	30	31	1
week 45	2	3	4	5	6	7	8
week 46	9	10	11	12	13	14	15
week 47	16	17	18	19	20	21	22

MARCH, PERIOD 6—FY '10

2/22/10–3/28/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 22	22	23	24	25	26	27	28
week 23	1	2	3	4	5	6	7
week 24	8	9	10	11	12	13	14
week 25	15	16	17	18	19	20	21
week 26	22	23	24	25	26	27	28

SEPTEMBER, PERIOD 12—FY '10

8/23/10–10/3/10

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 48	23	24	25	26	27	28	29
week 49	30	31	1	2	3	4	5
week 50	6	7	8	9	10	11	12
week 51	13	14	15	16	17	18	19
week 52	20	21	22	23	24	25	26
week 53	27	28	29	30	1	2	3

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

Cash Management Log

STORE COMMUNICATIONS

DAY - MondayDATE - 10/4/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146412	DP	3:01

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Brett	06146414	DP	3:39
Dario	06146410	DP	7:59

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Blake	06146422	DP	3:40

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

125693564

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2519.57

DO NOT DISCARD UPON REMOVAL
DATE: 10/4/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

DEPOSIT TICKET

CURRENCY	2519	DOLLARS
CHECKS REMAINT	57	
TOTAL	2519.57	

DATE: 10/11/10
BY: [Signature]

STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

CAPITAL ONE BANK

DEPOSIT PREPARED BY: [Signature]
DEPOSIT VERIFIED BY: [Signature]
PRINT NAME: [Blank]
DEPOSIT BAG # 1256955642
TOTAL 2519.57

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCASED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZZNS4431

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

Cash Management Log

DAY: Monday DATE: 10/9/10

SAFE COUNT

NAME	OPEN: <u>11/11/10</u>	MID 1: <u>11/11/10</u>	MID 2:	MID 3:	CLOSE: <u>11/11/10</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:00</u>	<u>11:55 AM</u>	<u>11:10</u>		<u>3:15</u>	<u>11:28</u>
\$0.01	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>87</u>
\$0.05	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>626</u>
\$0.10	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>165</u>
\$0.25	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>190</u>
\$1.00	<u>237</u>	<u>236</u>	<u>236</u>	<u>236</u>	<u>236</u>	<u>8277</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$5.00	<u>640</u>	<u>540</u>	<u>540</u>	<u>540</u>	<u>540</u>	<u>8975</u>
\$10.00	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>8500</u>
\$20.00	<u>1240</u>	<u>1340</u>	<u>1340</u>	<u>1340</u>	<u>1340</u>	<u>8660</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Change Fund	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>	<u>82400</u>
# Tills/Total \$	<u>11700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40000</u>
# Till Drops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>0</u>	<u>11</u>	<u>11</u>	<u>0</u>	<u>0</u>	<u>10</u>
Comments:	<u>Subtotal 1150 Input in the till</u>					

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>Blair</u>	Taken By Cash Controller:	<u>[Signature]</u>
Preparing Deposit:	<u>Blair</u>	Date to Bank:	<u>10/11/10</u>
Start Time:	<u>1:37</u>	Time to Bank:	<u>4:20 PM</u>
Deposit Bag #:	<u>125693569283</u>	Deposit Bag #:	<u>1256935692</u>
Deposit Witness:	<u>[Signature]</u>	Banking Witness:	<u>[Signature]</u>
Deposit \$:	<u>2519.57</u>	Bank Validated \$:	<u>2519.57</u>
Completion Time:	<u>2:13 PM</u>	Bank Validation Time:	<u>4:14 PM</u>
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>103016</u>	INITIALS:	<u>[Signature]</u>
CC WITNESS (mandatory):	<u>[Signature]</u>	TIME:	<u>11:45 PM</u>
DROPPED BAG #S:			
<u>444117158</u> <u>444117156</u> <u>444117154</u> <u>444117154</u> <u>444117153</u> <u>444117156</u> <u>444117151</u> <u>444117157</u> <u>444117159</u> <u>444117152</u> <u>444117153</u>			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kenson	6398	BM	11:01
* Andien	6396	BM	11:01

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Armenak	6392	AK	11:20

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Bleed Bennett	6394	BA	11:01

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6416	BA	11:01

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

TransSource

DEPOSIT TICKET		DOLLARS	
CURRENCY			
CHECKS			
TOTAL			
BY <i>[Signature]</i>			
DEPOSIT VERIFIED BY <i>[Signature]</i>			
PRINT NAME <i>Finkle A</i>			
DEPOSIT BAG # <i>175091688</i>			
TOTAL		\$	2367.15

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #ZZN54431

STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

CAPITAL ONE BANK

10/05 11:08 AM 25 11:08 AM

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2307.85
DO NOT DISCARD UPON REMOVAL DATE: 10/5/2010
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693563

Deposit Report

West 23rd and 8th -

Business Date: 10/5/2010

Arthur Sutton

Deposit

Printed on 10/5/2010 1:10:02 PM

ID	Name	State	Current Balance	Open Time
45	Deposit	Finalized	2307.85	10/5/2010 12:52:03 PM

Reference

Receptacle	Item	Amount	Reason
35 - Starting Till	Cash	469.47	
36 - Starting Till	Cash	199.10	
37 - Starting Till	Cash	99.83	
38 - Starting Till	Cash	120.15	
40 - Starting Till	Cash	1419.30	

Cash Management Log

DAY- Tuesday DATE - 10/5/10

SAFE COUNT

NAME	OPEN: <u>Auth</u>		MID 1: <u>Alabe</u>		MID 2: <u>178</u>		MID 3: <u>Blve</u>		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:00	7:54	8:00	1:31	1:40	4:30	4:30	11:30		
\$0.01	7	7	7	7	7	7	7	18		
\$0.05	26	26	26	26	26	26	26	9		
\$0.10	65	65	65	65	65	65	65	9		
\$0.25	90	90	90	90	90	90	90	8		
\$1.00	277	277	277	277	277	277	277	248		
\$2.00	0	0	0	0	0	0	0			
\$5.00	975	975	975	975	975	975	975	130		
\$10.00	300	300	30	30	30	30	30	19		
\$20.00	660	660	660	660	660	660	660	58		
OTHER \$'s	0	0	0	0	0	0	0	0		
Total Change Fund	2400	2400	2400	2400	2400	2400	2400	2400		
# Tills/Total \$	11/200	0	0	0	0	0	0	0		
# Till Drops	400	100	0	0	0	0	0	0		
Cust. Recov. Cert.	52	52	52	52	12	12	12	12		
P-Card	0/N	0/N	0/N	0/N	0/N	0/N	0/N	0/N	Y/N	Y/N
# Tip Bags	0	0	0	0	0	0	0	0		
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	<u>Auth. Sutton</u>
Preparing Deposit:	<u>Auth. Sutton</u>	Date to Bank:	<u>10/5</u>
Start Time:	<u>11:30am</u>	Time to Bank:	<u>1:25pm</u>
Deposit Bag #:	<u>125693563</u>	Deposit Bag #:	<u>125693563</u>
Deposit Witness:	<u>BP</u>	Banking Witness:	<u>BP</u>
Deposit \$:	<u>2307.85</u>	Bank Validated \$:	<u>2307.85</u>
Completion Time:	<u>12:15pm</u>	Bank Validation Time:	<u>1:40pm</u>
Change Order \$:	<u>55</u>	Change \$ Received:	<u>55</u>
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section

*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1345329	<u>DR</u>	<u>4447160</u>	<u>BP</u>	
1345329	<u>DR</u>	<u>4447164</u>	<u>BP</u>	

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	01146380	PM	1:30
Fred	06146374	GT	11:07

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
6390	6390	AL	9:50
Blake	01146380	PM	3:00

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Wen	01146381	PM	17:00
U2	01146382	PM	3:40
Gaby	06146380	GT	8:58

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	06146372	GT	9:15

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2264.07
DATE: 10/01/10

DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693562

Transo

DATE: 10/06/11

DEPOSIT TICKET

CURRENCY		CENTS	
100	00	11	25
10	00	4	67
1	00	88	00

CHECKS: 100.00, 11.25, 4.67, 88.00

CHECKS' TOTAL: 104.92

DEPOSIT PREPARED BY: [Signature]

DEPOSIT VERIFIED BY: [Signature]

PRINT NAME: [Signature]

DEPOSIT BAG: [Signature]

TOTAL

STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

CAPITAL ONE BANK

11 34 21 11 6081000010081 25 14601

TO REORDER
CALL 1-888-360-4321
AND REFERENCE
ORDER #ZZN50031

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

Cash Management Log

DAY- Wednesday DATE - 10 / 6 / 10

SAFE COUNT

NAME	OPEN: <u>112</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Gabiela</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>7:35</u>	<u>2:50</u>							<u>4:00</u>	<u>11:00</u>
\$0.01	<u>0</u>	<u>0</u>							<u>9</u>	<u>8</u>
\$0.05	<u>16</u>	<u>10</u>							<u>10</u>	<u>6</u>
\$0.10	<u>45</u>	<u>70</u>							<u>70</u>	<u>50</u>
\$0.25	<u>50</u>	<u>110</u>							<u>220</u>	<u>170</u>
\$1.00	<u>177</u>	<u>145</u>							<u>195</u>	<u>195</u>
\$2.00	<u>8</u>	<u>8</u>							<u>8</u>	<u>0</u>
\$5.00	<u>180</u>	<u>190</u>							<u>880</u>	<u>735</u>
\$10.00	<u>190</u>	<u>880</u>							<u>190</u>	<u>190</u>
\$20.00	<u>1180</u>	<u>880</u>							<u>800</u>	<u>1000</u>
OTHER \$'s	<u>8</u>	<u>8</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>2424</u>	<u>2374</u>							<u>2374</u>	<u>2374</u>
# Tills/Total \$	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
# Till Drops	<u>100K</u>	<u>100K</u>							<u>TL</u>	<u>TL</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>							<u>52</u>	<u>52</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>100K</u>	<u>100K</u>							<u>TL</u>	<u>TL</u>
Comments:	<u>miscounted!</u>									

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>U2</u>	Taken By Cash Controller:	<u>U2</u>
Preparing Deposit:		Date to Bank:	<u>10/6</u>
Start Time:	<u>7:30</u>	Time to Bank:	<u>3:00</u>
Deposit Bag #:	<u>12504350</u>	Deposit Bag #:	<u>12504350</u>
Deposit Witness:		Banking Witness:	
Deposit \$:	<u>2264.07</u>	Bank Validated \$:	<u>2264.07</u>
Completion Time:	<u>7:30</u>	Bank Validation Time:	<u>3:00</u>
Change Order \$:	<u>0.00</u>	Change \$ Received:	<u>255</u>
Comments:			Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1446726</u>	<u>GT</u>	<u>T044471620</u>	<u>04/3</u>	<u>11:07</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Thursday DATE - 10/7/2010

1 coffee traveler for 7AM
 WHOLE MILK
 Sugar & cups } For
 Claire

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6146374	ENT	1:35
Bernarda	6146381		

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	6146340	ENT	3:20

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Glen	6146366	ENT	12:15
Luiz	6146302	ENT	9:00

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dano	6146364	BRK	10:59

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2009.20
DO NOT DISCARD UPON REMOVAL DATE: 9/11
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693561

Tran urce

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
1	1000000081251460	00
2	00	00
3	00	00
4	00	00
5	00	00
6	00	00
7	00	00
8	00	00
9	00	00
10	00	00
11	00	00
12	00	00
13	00	00
14	00	00
15	00	00
16	00	00
17	00	00
18	00	00
19	00	00
20	00	00



STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

CAPITAL ONE BANK

DEPOSIT PREPARED BY

DEPOSIT VERIFIED BY

PRINT NAME

DEPOSIT BAG #

TOTAL

PLEASE SEE OUR ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZZN54431

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE
RECEIVED FOR DEPOSIT SUBJECT
TO THE PROVISIONS OF THE UNIFORM
COMMERCIAL CODE OR
ANY APPLICABLE COLLECTION
AGREEMENTS. THESE ITEMS MAY NOT
BE AVAILABLE FOR IMMEDIATE
WITHDRAWAL.

DEPOSIT TICKET

3421 60810000 0081 25 14601

SAFE COUNT

Report Store Operating Funds

\$ Amount Entered:

DEPOSIT INFORMATION

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

Date Reviewed:

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

Key D! DAY - Friday DATE - 10/8/10

We have a block of ice for an AC unit. They said they'd be back to fix it today (Friday). Right Espresso brand was acting very strange - always read milk at 138°-147° even when cold. Called m, but be aware. Have a wonderful Friday Morning! Bernada says she misses you!

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Baby	6146338	BMT	1:30

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrew Andrew	6146336 6146336	BMT BMT	3:45 3:45

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dajuan	6146340	BMT	11:40
U2	6146341	BMT	3:45

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	6146356	BR	10:18

REGISTER 3 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2597.46

DO NOT DISCARD UPON REMOVAL
DATE 10/6/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693560

DATE 1-1-88 **DEPOSIT TICKET**

CURRENCY	AMOUNTS	CENTS
COIN	1.50	50
CHECKS	1.00	00
TOTAL	2.50	50

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME [Blank]

DEPOSIT BAG # [Blank]

TOTAL 2.50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-730-4545
AND REFERENCE
ORDER #ZZN54431

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

016
T-016 BC#0844
RT# 021407912
OCT 08 2010
FRB # 5269
BC # 0844 T-016

P 10
510

Cash Management Log

DAY: Friday DATE: 10/8/10

SAFE COUNT

NAME	OPEN: <u>D</u> →		MID 1: <u>12</u>		MID 2:		MID 3:		CLOSE: <u>2:11</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>5:00</u>	<u>7:44</u>	<u>7:45</u>	<u>3:45</u>					<u>4:00</u>	<u>12:10</u>
\$0.01	<u>811</u>	<u>811</u>	<u>11</u>	<u>17</u>					<u>17</u>	<u>17</u>
\$0.05	<u>820</u>	<u>820</u>	<u>20</u>	<u>12</u>					<u>12</u>	<u>10</u>
\$0.10	<u>8105</u>	<u>8105</u>	<u>105</u>	<u>90</u>					<u>90</u>	<u>90</u>
\$0.25	<u>8290</u>	<u>8290</u>	<u>290</u>	<u>220</u>					<u>220</u>	<u>190</u>
\$1.00	<u>8171</u>	<u>8169</u>	<u>104</u>	<u>231</u>					<u>234</u>	<u>213</u>
\$2.00	<u>80</u>	<u>80</u>	<u>8</u>	<u>8</u>					<u>8</u>	<u>8</u>
\$5.00	<u>8470</u>	<u>8470</u>	<u>470</u>	<u>1000</u>					<u>1000</u>	<u>1220</u>
\$10.00	<u>870</u>	<u>870</u>	<u>70</u>	<u>70</u>					<u>70</u>	<u>80</u>
\$20.00	<u>81140</u>	<u>81160</u>	<u>1160</u>	<u>760</u>					<u>760</u>	<u>1020</u>
OTHER S's	<u>8100</u>	<u>8100</u>	<u>100</u>	<u>8</u>					<u>8</u>	<u>8</u>
Total Change Fund	<u>82400</u>	<u>82400</u>	<u>2400</u>	<u>2400</u>					<u>2400</u>	<u>2400</u>
# Tills/Total \$	<u>12/200</u>	<u>0</u>	<u>0</u>	<u>0</u>					<u>8</u>	<u>8</u>
# Till Drops	<u>TL</u>	<u>TL</u>	<u>100N</u>	<u>100N</u>					<u>100N</u>	<u>100N</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>					<u>52</u>	<u>52</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>TL</u>	<u>TL</u>	<u>100N</u>	<u>100N</u>					<u>100N</u>	<u>200N</u>
Comments:										

Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: 12	Taken By Cash Controller: 12
Preparing Deposit: 12	Date to Bank: 10/8
Start Time: 45	Time to Bank: 12:00
Deposit Bag #: 125092300	Deposit Bag #: 125092300
Deposit Witness: 12	Banking Witness: 12
Deposit \$: 12541.45	Bank Validated \$: 12541.45
Completion Time: 12:05	Bank Validation Time: 12:30
Change Order #: 510	Change \$ Received: 510
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1697387	BR	4	7174	8:18
1697387	BR	4	7163	8:18

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Saturday DATE - 10/9/10

Need to perform database download tonight:
 1 register @ a time, no tills can be
 assigned, takes 15 mins to complete
 functions → system tools → database download

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dajwan	06146314	GT	7:28

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kamika	06146316	GMT	3:00

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Blake	06146352	GMT	12:35
Timber	06146342	GT	7:45
Sub Baby	06146332	GT	12:13

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	06146350	GMT	3:01

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2528.27
DO NOT DISCARD UPON REMOVAL
DATE: 10/9
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693559

nSource

DEPOSIT TICKET

DATE: 10/12/2011 13:02:28 BY: 10844 CD:06 P1 Bag: CAPITAL ONE BANK

STARBUCKS COFFEE COMPANY
STORE #3421
WEST 3RD & 8TH

DEPOSIT

CURRENCY	CENTS
12.77	12.77
2.528	2.528
27	27
1081	1081
25	25
1460	1460

DEPOSIT PREPARED BY T. C. 110

DEPOSIT VERIFIED BY C. 3

PRINT NAME

DEPOSIT BAG # 172683432

TOTAL 75.46

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS 6

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

TO REOPEN CALL 1-888-545-5455 AND REFERENCE ORDER #Z 54431

DEPOSIT TICKET

3421 608100001081 2514601

NAME	OPEN: <i>Stache</i>		MID 1: <i>W</i>		MID 2:		MID 3:		CLOSE: <i>baby</i>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME		10:40	10:40	3:45					4:00	12:10
\$0.01	<i>34</i>	<i>72</i>	<i>72</i>	<i>23</i>					23	21
\$0.05	<i>3</i>	10	10	<i>26</i>					28	26
\$0.10	<i>18</i>	90	90	155					155	150
\$0.25	<i>19</i>	190	190	<i>320</i>					330	310
\$1.00	<i>215</i>	<i>1437</i>	<i>1437</i>	<i>184</i>					184	153
\$2.00	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>					0	0
\$5.00	<i>30</i>	<i>180</i>	<i>180</i>	1195					1190	1080
\$10.00	<i>80</i>	110	110	120					120	130
\$20.00	<i>100</i>	1020	1020	3600					3600	520
OTHER \$'s	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>					2390	40200
Total Change Fund		<i>2405</i>	<i>2405</i>	<i>2400</i>					0	2390
# Tills/Total \$	<i>40700</i>	0	0	0					0	0
# Till Drops	<i>1000</i>	<i>1000</i>	<i>7</i>	<i>1000</i>					TL	71
Cust. Recov. Cert.	<i>52</i>	<i>52</i>	<i>52</i>	<i>52</i>					<i>52</i>	<i>52</i>
P-Card	<i>Y/N</i>	<i>Y/N</i>	<i>Y/N</i>	<i>Y/N</i>	Y/N	Y/N	Y/N	Y/N	<i>Y/N</i>	<i>Y/N</i>
# Tip Bags	<i>1000</i>	<i>1000</i>	<i>5</i>	<i>1000</i>					TL	TL
Comments:	<i>dropped extra \$5 in depo</i>									

Signature:		\$ Amount Entered:	
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Deposit Prep		Deposit to Bank	
Cash Controller	U2	Taken By Cash Controller:	U2
Preparing Deposit:		Date to Bank:	10/19
Start Time:	11:50	Time to Bank:	12:45
Deposit Bag #:	125093554	Deposit Bag #:	125093554
Deposit Witness:	880	Banking Witness:	880
Deposit \$:	578.29	Bank Validated \$:	578.29
Completion Time:	12:15	Bank Validation Time:	12:45
Change Order \$:	880	Change \$ Received:	880
Comments:		Comments:	

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

Store Manager:	ivz
Date:	10/9
Partner Name:	Kiane
Register ID	
Over/Short \$:	\$0.00
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1367929	JS	* 44417164	GT	11:43p

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM Signature:	Date Reviewed:
Comments:	

STORE COMMUNICATIONS

DAY - Sunday DATE - 10/10/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	06146503	RM	4:15
Davian	06146330	GT	11:03

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Li2	06146319	RM	4:15

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Fred + Haman	06146505	RM	4:15
Gaby	06146328	GT	10:13

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dario	06146507	GT	7:37

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2537.99
DO NOT DISCARD UPON REMOVAL DATE: 10/10/2010
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693558

Cash Management Log

DAY- Sunday DATE- 10/10/10

SAFE COUNT										
NAME	OPEN: A: 11:11		MID 1: 11:2		MID 2:		MID 3:		CLOSE: 11:15	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:20	10:19	10:20	11:15					4:15	11:10
\$0.01	21	21	21	16					16	16
\$0.05	26	26	26	20					20	20
\$0.10	150	150	150	120					120	120
\$0.25	310	310	310	250					250	250
\$1.00	153	153	153	64					64	44
\$2.00	0	0	0	0					0	0
\$5.00	1086	1080	1080	1000					1000	1000
\$10.00	170	170	170	170					170	170
\$20.00	520	520	520	700					700	780
OTHER \$'s	0	0	0	0					0	0
Total Change Fund	2390	2400	2400	2400					2400	2400
# Tills/Total \$	6/200	0	0	0					0	4020
# Till Drops	1000	6	0	1000					TL	TL
Cust. Recov. Cert.	52	52	52	52					52	52
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	1	6	5	1000					TL	TL
Comments:	NO shut from last night									


Report Store Operating Funds

Signature: _____

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	Aithu Swetten	Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:	10 AM	Time to Bank:	
Deposit Bag #:	125693558	Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:	253794	Bank Validated \$:	
Completion Time:	10:38 AM	Bank Validation Time:	
Change Order \$:	Nil	Change \$ Received:	
Comments: \$30 over something w/ Gabrys file.		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	Arthur
Date:	10/16
Partner Name:	LiZ
Register ID	
Over/Short \$:	-4.04
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

[illegible]

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

*Witness on tip drop removals must be the scheduled cash controller

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.**Possible Causes:**

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.**Possible Causes:**

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.**Possible Causes:**

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.

- If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:**Possible Cause:**

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

Cash Management Log

STORE COMMUNICATIONS

DAY - Monday DATE - 10/1/00

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea			
Dajvan	6146555	DM	5:50
Namran	6146551	DM	11:10

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	6146561	BR	12:36

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Amber	6146561	BR	12:36
Dario	6146569	DM	5:50

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur	6146317	BR	12:35
Uz	6146953	DM	11:10

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2168.59
DO NOT DISCARD UPON REMOVAL DATE: 10/11/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

125693557

Cash Management Log

DAY: Monday DATE: 10/11/10

SAFE COUNT

NAME	OPEN: <u>B</u>	MID 1: <u>Brett</u>	MID 2:	MID 3:	CLOSE: <u>U2</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	5:00	11:05	11:15	3:50	4:00	11:10
\$0.01	16	16	16	15	15	11
\$0.05	20	20	20	16	16	12
\$0.10	120	125	125	115	115	95
\$0.25	250	250	250	190	190	150
\$1.00	44	14	14	189	189	190
\$2.00	0	0	0	0	0	0
\$5.00	1000	875	895	925	925	190
\$10.00	170	200	200	270	270	220
\$20.00	70	880	880	680	680	900
OTHER \$s	0	0	0	0	0	0
Total Change Fund	2400	2400	2400	2400	2400	2400
# Tills/Total \$	40/700	0	8	8	1000	1000
# Till Drops	TL	0	0	0	1000	1000
Cust. Recov. Cert.	52	52	52	52	52	52
P-Card	0/N	0/N	0/N	0/N	0/N	0/N
# Tip Bags	TL	0	0	0	1000	1000
Comments:	c. 11:15 short 1 bottom					

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>Brett Rogers</u>	Taken By Cash Controller: _____
Preparing Deposit: <u>Brett Rogers</u>	Date to Bank: _____
Start Time: <u>11:25</u>	Time to Bank: _____
Deposit Bag #: <u>1256935576</u>	Deposit Bag #: _____
Deposit Witness: <u>[Signature]</u>	Banking Witness: _____
Deposit \$: <u>2168.59</u>	Bank Validated \$: _____
Completion Time: <u>11:54</u>	Bank Validation Time: _____
Change Order #: <u>20.00</u>	Change \$ Received: _____
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager: <u>U2</u>
Date: <u>10/11</u>
Partner Name: <u>Rajan</u>
Register ID: _____
Over/Short \$: <u>-63.01</u>
Comments: _____

PARTNER TILL AUDIT #2

Store Manager: <u>U2</u>
Date: <u>10/11</u>
Partner Name: <u>Dario</u>
Register ID: <u>552501</u>
Over/Short \$: <u>0.00</u>
Comments: _____

PARTNER TILL AUDIT #3

Store Manager: _____
Date: _____
Partner Name: _____
Register ID: _____
Over/Short \$: _____
Comments: _____

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1169426</u>	<u>[Signature]</u>	<u>TB 4447167</u>	<u>[Signature]</u>	<u>11:00pm</u>

DM VERIFICATION

DM Signature: _____	Date Reviewed: _____
Comments: _____	

PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>1153086</u>	INITIALS:	<u>[Signature]</u>
CC WITNESS (mandatory):	<u>DP</u>	TIME:	<u>11:00pm</u>
DROP BAG #S:			
<u>444 17165</u>			
<u>444 17162</u>			
<u>444 17165</u>			
<u>444 17160</u>			
<u>444 17161</u>			
<u>444 17174</u>			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arthur + Blaine	1146547	BM	10:00

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
117	1146543	BM	11:10

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Baker + Davis	1146549	BM	10:00
Bernardo	1146543	BM	11:10

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Daguer	1146537	BM	10:00

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN: <u>10/12/10</u>	MID 1: <u>10/13</u>	MID 2:	MID 3:	CLOSE: <u>11/10</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:00</u>	<u>10:15</u>	<u>10:15</u>	<u>4:20</u>	<u>4:50</u>	<u>11:10</u>
\$0.01	<u>11</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>11</u>	<u>5</u>
\$0.05	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>4</u>
\$0.10	<u>85</u>	<u>85</u>	<u>85</u>	<u>85</u>	<u>85</u>	<u>55</u>
\$0.25	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>80</u>
\$1.00	<u>147</u>	<u>147</u>	<u>157</u>	<u>197</u>	<u>197</u>	<u>100</u>
\$2.00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
\$5.00	<u>810</u>	<u>810</u>	<u>810</u>	<u>705</u>	<u>705</u>	<u>400</u>
\$10.00	<u>220</u>	<u>220</u>	<u>220</u>	<u>220</u>	<u>220</u>	<u>920</u>
\$20.00	<u>920</u>	<u>920</u>	<u>920</u>	<u>1020</u>	<u>1020</u>	<u>2400</u>
OTHER \$'s	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Change Fund	<u>2405</u>	<u>2405</u>	<u>2406</u>	<u>2400</u>	<u>2400</u>	<u>2400</u>
# Tills/Total \$	<u>4600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1000</u>
# Till Drops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cust. Recov. Cert.	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>
P-Card	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>	<u>(Y/N)</u>
# Tip Bags	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Comments:	Safe is \$5 over from last nite		I have recorded			

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>Hoke R</u>	Taken By Cash Controller:	<u>Hoke R</u>
Preparing Deposit:	<u>1:15</u>	Date to Bank:	<u>10/12/10</u>
Start Time:	<u>12:56:43</u>	Time to Bank:	<u>1:30</u>
Deposit Bag #:	<u>1256935563</u>	Deposit Bag #:	<u>1256935563</u>
Deposit Witness:	<u>1965.11</u>	Banking Witness:	<u>1965.11</u>
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	<u>11/2</u>
Date:	<u>10/12</u>
Partner Name:	<u>11/2</u>
Register ID	<u>120197</u>
Over/Short \$:	<u>-10.21</u>
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1696119</u>	<u>BP</u>	<u>44417166</u>	<u>BP</u>	<u>11:05</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arnold	06146521	ONT	1:20
Gaby	06146327	GT	1:03

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arnold	06146533	ONT	4:45

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ta Jun	06146529	ONT	11:30
Pand	06146531	GT	11:06
Dano	06146529	GT	11:06

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Li Z	06146535	ONT	4:45

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

125693555

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 2345.82
DO NOT DISCARD UPON REMOVAL
DATE: 10/13
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

TranSource

DEPOSIT TICKET

DATE	TIME	DEPOSIT	DOLLARS	CENTS
10/13/11	11:00	CASH	22	42
		CHECKS		
		CHEQUES		
		COIN		
		OTHER		
		TOTAL	22	42



STARBUCKS COFFEE COMPANY
STORE #3421
WEST 23RD & 8TH

CAPITAL ONE BANK

DEPOSIT PREPARED BY

DEPOSIT VERIFIED BY

PRINT NAME

DEPOSIT BAG

TOTAL

PLEASE PRESERVE ALL ITEMS ARE PROPERLY INSURED.

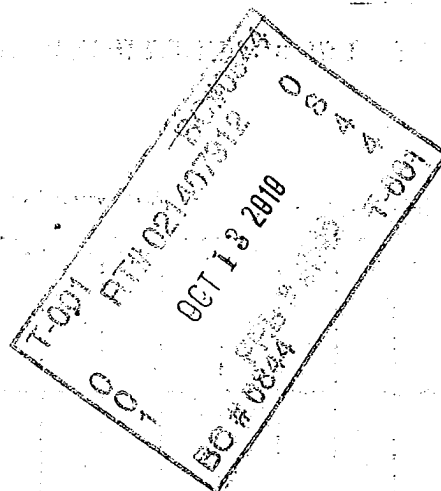
TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZZN54431

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

11 421 608100001081 25 14601



DAY- _____ DATE - ____/____/____

[illegible]

Signature:	\$ Amount Entered:
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Deposit Prep		Deposit to Bank	
Cash Controller	WZ	Taken By Cash Controller:	WZ
Preparing Deposit:		Date to Bank:	10/13
Start Time:	12:40	Time to Bank:	1:15
Deposit Bag #:	125043555	Deposit Bag #:	125093555
Deposit Witness:	BR	Banking Witness:	BR
Deposit \$:	2365.82	Bank Validated \$:	2365.82
Completion Time:	1:00	Bank Validation Time:	1:15
Change Order \$:	845	Change \$ Received:	845
Comments:		Comments:	

****Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

Store Manager:	U2
Date:	10/13
Partner Name:	Amber
Register ID	
Over/Short \$:	-15.94
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

[illegible]

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM Signature:	Date Reviewed:
Comments:	